

**Connect Transit Board of Trustees**  
**July 30, 2024, 4:35 p. m.**  
**351 Wylie Drive, Normal, IL 61761 – Board Room**  
**Regular Session Minutes – Approved at 8/27/24 Meeting**

**A. CALL TO ORDER:**

Secretary Linda Foster called the meeting to order at 4:35 p. m.

**B. ROLL CALL:**

Lauren Bridgewater, recorded attendance via roll call.

**Trustees Present:**

Trustee Judy Buchanan  
Trustee Linda Foster  
Trustee Mandava Rao

**Trustees Absent:**

Vice Chair Julie Hile  
Trustee Barbara Singer (Virtual but no quorum to vote in)  
Chairman Ryan Whitehouse

**City Managers Present:**

City Manager Jeff Jurgens  
City Manager Pam Reece (4:38)

**City Managers Absent:**

None

**Staff Present:**

David Braun, Managing Director  
Ashley Strupek, Procurement Manager  
Aubrey Staton, Marketing Manager  
Brady Lange, Deputy Managing Director  
Charlie Busse, Maintenance Manager  
Lauren Bridgewater, HR/Payroll Administrator  
Pat Kuebrich, Finance Director  
Shelly Moss, Operations Director  
Stephanie Butler, HR Manager  
Steve Stockton, IT Manager

**Guest(s) Present:**

None

**C. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT:**

Secretary Foster led the Board in the Pledge of Allegiance and read the Connect Transit Mission Statement.

**D. PUBLIC COMMENT:**

None

**E. CONSENT AGENDA:**

- a. Approval of Regular Session Minutes for June 25, 2024
- b. ~~Approval of Financial Information for June 2024~~ – delayed due to year end closing
- c. Monthly Statistical Reports for June 2024
- d. Cardinal Infrastructure; Federal Report
- e. Cornerstone; Illinois Weekly Update

**Consent Agenda was tabled due to a lack of quorum.**

**F. COMMITTEE REPORTS:**

**Operations and Planning Committee:**

No report

**Marketing and Communications Committee:**

No report

**Finance Committee:**

No report.

**G. NEW BUSINESS:**

- a. McLean County Regional Planning Commission Future Housing Development and Transit Presentation – Informational

David Braun, Managing Director, introduced Raymond Lai, Executive Director and Mark Adams, Community Planner, of the McLean County Regional Planning Commission. Mr. Braun explained they would be giving a presentation on the growth of the City because we will need to consider how Connect Transit is going to continue serve that growth long term with limited operating resources.

Mr. Lai thanked the Trustees for the opportunity to speak with them and referred to his on-screen presentation. The presentation is available as part of the Managing Director’s presentation available online.

Mr. Braun stated that he believes transit and housing is linked. He shared that as we look at the map and the growth it is important to consider what is inside our transit service area; the areas we serve are aging and their needs are changing with their need being the least efficient and least effective service we offer. He sated that as we consider growth and our routes, we will need to consider all of this.

Trustee Buchanan asked if there is a timeframe for the committee to implement all of the goals and if both municipalities were a part of it.

Mr. Lai stated they hope to implement the goals within one to three months because that is when the grant will be awarded. He stated they hope to have a well-rounded committee and will involve multifaceted parties in order to make it successful and gain a wide perspective.

Trustee Buchanan asked if the Housing Coordinator will be for both municipalities.

Mr. Lai stated they envision the Housing Coordinator to be driven by the Implementation Committee and not the MCRPC.

Secretary Foster thanked Mr. Lai for his presentation and expressed her appreciation to see transit is part of the collaboration.

b. Recommendation to Support Library Card Sign Up Month/September 2024 – Roll Call Vote

**Recommendation was tabled due to a lack of quorum.**

c. Recommendation for Managed Printer and Copier Services Contract Award – Roll Call Vote

**Recommendation was tabled due to a lack of quorum.**

#### **H. CHAIRMAN’S REPORT:**

Secretary Foster expressed her thanks to Connect Transit for the cooling buses provided during the extreme temperatures.

#### **I. MANAGING DIRECTOR’S REPORT:**

Mr. Braun shared his monthly Managing Director’s report available online as part of the Managing Director’s Presentation.

#### **Strategic Plan Scorecard:**

Mr. Braun gave an update on the Strategic Plan, noting that he had indicated changes or updates to the scorecard with an “X” on the far left. (Updates included as part of the Managing Director’s Presentation available online.)

#### **Community Outreach:**

- CornBelters
- Trade & Labor Fest
- Town of Normal Appreciation Event
- Employee Night at CornBelters
- Kite Fest
- Via Summit
- B/N by the Numbers

#### **Employee Morale**

- July employee birthdays & work anniversary celebrations

#### **Professional Development:**

- Via Summit (free course in Chicago):
  - Attended by Aubrey Staton and Carrie Bailey.
  - Grants & Funding Sources
    - Several grant opportunities and unique ways to use the dollars that we already have were shared by other agencies.
    - Via is also developing new features that will allow agencies to identify riders as student/employer specific to allow for potential access agreements with businesses to pay for employee rides.
  - Paratransit Considerations

- Several agencies are moving to Via's platform for paratransit operations and seeing decreases in the cost per trip by increasing their efficiency and productivity.
  - Zone Creation
    - Most systems avoid overlapping zones to aid in the efficient use of fixed route services.
    - Utilized most efficiently by providing short trips rather than long trips. Avoiding highways to potentially increase number of passengers picked up.
    - The utilization of Remix to provide data of areas to help in planning process.
    - Data indicates that Walmart is the top destination for passengers' travels.
  - Program designed for individuals aged 65 and older to travel directly from their starting point to their destination without needing to disembark to use fixed route services or switch Microtransit vehicles.
- HVAC Diagnostic Course:
  - Attended by Chris Sharkey, Maintenance Foreman
  - This three-day advanced furthered his knowledge of HVAC systems, as well as develop a training presentation/class to bring back and use for training our own Mechanics.
- Chamber Intercity Leadership Trip to Grand Rapids, MI:
  - Attended by David Braun, Managing Director
  - Three-day trip to learn about Grand Rapids business and downtown environment
  - Met with multiple agencies working in coordination to solve many of the same issues we are facing
    - Downtown redevelopment and housing
    - Population migration
    - Business/workforce attraction and retention
    - Leader development
  - Goal: Have Connect be part of the development and retention conversation, rather than an afterthought.
  - Attended by local leaders
    - Chamber
    - City and Town
    - Universities
    - Small Business
    - Developers

### **Recruiting:**

- Positions Open
  - AP/AR Clerk (1)
  - Bus Operator (8)
  - Dispatcher (2)
  - Maintenance Supervisor (1)
  - Marketing Manager (1)
  - Marketing & Social Media Coordinator (1)
  - Marketing Intern (1)
  - Mechanic (1)
  - Operations Supervisor (1)
  - Scheduler (1)
  - Service Technician (2)

- Technology Support Specialist (1)
- Transit Planner (1)
- Travel Support Specialist (1)
- Positions Filled
  - Procurement Manager (1), Ashley Strupek.

**Reminders:**

- Updated/New Board Photos
  - Please set up an appointment with Board Clerk
- Save the Date – Employee Awards Banquet, September 22, 2024
- Next Board meeting will include a post-meeting Board Orientation Workshop on Media Communication Protocols.

**J. TRUSTEE COMMENTS:**

Trustee Buchanan expressed her best wishes for Ms. Staton’s work at Connect Transit and wished her well in her future.

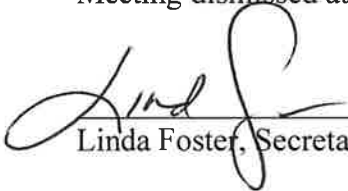
Secretary Foster echoed Trustee Buchanan’s sentiment and welcomed Ashley Strupek to the team.

**K. EXECUTIVE SESSION:**

None

**L. ADJOURNMENT:**

Meeting dismissed at 5:30 p.m.

 8-22-24  
 Linda Foster, Secretary / Date

 8-27-24  
 Janice Crago, Board Clerk / Date

[SEAL]

